Merging PDF Documents

Step	Action
1	Open **PDF** document.
2	Document will open in Adobe Acrobat.
3	Select **Document** from the tool bar.
4	Select **Insert Pages** from the screen.
5	Browse to find the document that you want to attach.
6	Select appropriate document.
7	Select where you want the additional attachment to be placed.
8	Check completed document for accuracy.
9	Close Adobe Acrobat
10	The question **Do you want to save changes** appears. Select **Yes**.